

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, OCTOBER 3, 2002
8:15 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Larry Hudkins
Ray Stevens

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dave Johnson, Deputy County Attorney
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:18 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, SEPTEMBER 26, 2002

MOTION: Hudkins moved and Campbell seconded approval of the Staff Meeting minutes of September 26, 2002. Campbell, Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

2 ADDITION TO THE AGENDA

A. Lincoln Convention & Visitors Bureau (CVB) Selection Committee

MOTION: Heier moved and Stevens seconded approval of the addition to the agenda. Campbell, Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

3 COMMISSIONER MEETING REPORTS

A. Community Services Implementation Project (C-SIP) - Campbell, Stevens

Campbell said the group is trying to develop a sustainable organization for the future.

- B. Board of Health (Special Meeting) - Hudkins

No report.

- C. Ecological Advisory Committee - Campbell

Campbell said the committee received a report from the Floodplain Task Force.

- D. Lincoln Partnership for Economic Development (LPED) Investors - Workman

Workman reported that a consultant has been hired to study the LPED structure.

- E. Lancaster Manor Advisory Committee - Hudkins

Hudkins said there will be a new reporting system for long-term care facilities and public education is recommended.

ADDITION TO THE AGENDA

- A. Lincoln Convention & Visitors Bureau (CVB) Selection Committee

Workman said an applicant was selected for the position of CVB director and an announcement is forthcoming.

- 4 A) INTERNET POLICY FOR COUNTY ADVISORY COMMITTEES; AND B) MEMBERSHIP OF CITY/COUNTY WEB ADVISORY COMMITTEE** - Gwen Thorpe, Deputy Chief Administrative Officer; Doug Thomas, Information Services Director

A) Internet Policy for County Advisory Committees

Doug Thomas, Information Services Director, reviewed Draft Policy for Advisory Committee Information on County Website (see agenda packet), noting the following conditions are proposed:

- * The advisory committee can show a financial tie to county or city government
- * A county and/or city agency must declare itself as the sponsoring party

Campbell suggested that a presentation on the proposed policy be provided to the Management Team.

B) Membership of City/County Web Advisory Committee

Gwen Thorpe, Deputy Chief Administrative Officer, recommended that representatives from the County Assessor, County Treasurer and County Sheriff's Office serve on the committee.

MOTION: Campbell moved and Hudkins seconded to appoint representatives from those three agencies and to reappoint Gwen Thorpe, Deputy Chief Administrative Officer, to the City/County Web Advisory Committee. Workman, Stevens, Heier, Hudkins and Campbell voted aye. Motion carried.

5) ASSESSMENT CENTER UPDATE - Sheryl Schrepf, Juvenile Mental Health Director; Gus Hitz, Youth Assessment Center Director

Sheryl Schrepf, Juvenile Mental Health Director, said the Assessment Center was developed for the System of Care, under the grant parameters, and as an adjunct to the Detention Center. She said a number of roles have been defined for the Assessment Center in the Integrated Care Coordination Unit (ICCU) and in the Office of Juvenile Services (OJS) evaluations (Exhibit A).

Gus Hitz, Youth Assessment Center Director, reviewed the following (Exhibit B):

- * Total Youth Encountered From Opening To Date
- * Youth Assessment Contacts
- * Youth Assessment Center F³/ICCU Commitments
- * Current Staffing and Job Responsibilities
- * Current and Potential Funding

Hitz also provided an example of an assessment which is provided to the Juvenile Court (Exhibit C). He noted that intake specialists will no longer be able to perform detention functions, because of responsibilities associated with the ICCU contract, and said Detention Center staff will need to assume those responsibilities.

In response to a question from Campbell, Schrepf said there is a need for a residential setting for youth experiencing a mental health crisis, noting inpatient hospitalization is the current practice.

Hitz said runaways (status offenders) are a significant problem and said the Assessment Center could "beef up" assistance to families with runaways if Region V's funding to Child Guidance for children's emergency services is increased. He noted that access to Staff Secure is only through Juvenile Court orders, which do not apply to status offenders.

Heier asked whether parents could make the youth a ward of the County, on a temporary basis.

Schrepf said there is currently no Emergency Protective Custody (EPC) provision for youth.

Hitz said the Assessment Center is underutilized by law enforcement and needs to be a 24 hour/7 day facility, which could double the budget.

In response to a question from Stevens, Hitz said additional coverage during the hours of 8 a.m. to 2 a.m., 7 days a week, is probably the most critical need.

Schrepf said the Families First & Foremost (F³) Grant and LB 640 funds will support the Assessment Center's roles of "front end" for the System of Care and crisis response.

Campbell asked whether grants are being actively pursued.

Hitz said the Office of Juvenile Justice and Delinquency Prevention (OJJDP) has assigned a an individual to the Assessment Center that may be able to assist in this area.

Kerry Eagan, Chief Administrative Officer, suggested City involvement, as the City also has an economic stake in the problem.

Hitz said the State may want to get involved, as well, as many of the youth that are in need of supervision are state wards.

Board consensus was to pursue grant opportunities.

6) A) IN MEMORIAM FOR CRISIS CENTER; AND B) HIRING FREEZE REQUEST - Dean Settle, Community Mental Health Center Director

A) In Memoriam for Crisis Center

Dean Settle, Community Mental Health Center Director, said the family of a former patient has designated the Crisis Center and the Community Mental Health Center structure as the recipient of a \$725 memorial. He said the funds will be deposited in the County Grant Fund and will be used to purchase appliances and equipment at the Crisis Center.

The Board asked that a thank you be sent to the family.

Heier exited the room at 9:42 a.m.

B) Hiring Freeze Request

Settle requested authorization to replace a case manager serving the Harvest Project, noting funding of the grant position is through the Community Health Endowment (Exhibit D). He said the vacancy may be filled through a staff transfer and if so, requested authorization to also fill that position.

MOTION: Campbell moved and Stevens seconded approval of the request. Stevens, Workman, Hudkins and Campbell voted aye. Heier was absent from voting. Motion carried.

7) A) SIREN RELOCATION; AND B) TABLETOP EXERCISE REPORT (AIRLINE CRASH) - Doug Ahlberg, Emergency Management Director

A) Siren Relocation

Doug Ahlberg, Emergency Management Director, recommended that an outdoor warning siren be placed at the Norris Public School complex (southern Lancaster County), rather than Bluestem Lake (located west of Sprague, Nebraska). The siren will be relocated from either Firth or Panama, which are scheduled for upgrades.

Heier returned at 9:44 a.m.

MOTION: Hudkins moved and Stevens seconded to adopt the recommendation to place an outdoor warning siren at the Norris Public School complex. Campbell, Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

B) Tabletop Exercise Report

Ahlberg gave an overview of a tabletop aircraft exercise conducted on September 14, 2002 (Exhibits E & F).

8) USE OF TRABERT HALL FOR LINCOLN AREA AGENCY ON AGING AND URBAN DEVELOPMENT DEPARTMENT - Don Killeen, County Property Manager; Marc Wullschleger, Urban Development Director; Mark Bowen, Mayor's Chief of Staff

Don Killeen, County Property Manager, said Trabert Hall has been discussed as a possible location for Lincoln Area Agency on Aging and Urban Development Department and reviewed a list of issues related to use of that building (Exhibit G):

- * Proposed Tenants
- * General Renovation Cost for Other Current Relocations
- * Current Building Funding
- * Additional Possible Capital Expenditures

Discussion followed as to whether there should be an addition to the base rent of \$7.50 per square foot for general renovation and/or additional capital expenditure costs.

Hudkins suggested amortizing the costs over a ten year lease period.

Marc Wullschleger, Urban Development Director, said the proposal for Trabert Hall that will be submitted to the City Council will reduce the "open market" lease term of ten years for the Lincoln Area Agency on Aging to three years. A three year lease term will also be proposed for the Urban Development Department.

Hudkins said that is disappointing news, as Trabert Hall is centrally located, has available parking and is in close proximity to Lancaster Manor.

Wullschleger said the three year lease term is not "concrete".

In response to a question from Workman, Killeen said the remaining amortized value could be handled through a balloon payment.

Heier said he does not support expending funds to renovate Trabert Hall, noting the building's age and limitations.

Campbell said the Public Building Commission considers Trabert Hall a "swing building" and said the proposal to the City should be developed accordingly. She said the "break even point" on installation of a second elevator also needs to be determined.

Wullschleger said American Disabilities Act (ADA) accessibility is a concern.

Campbell said the County would be more likely to expend funds for a second elevator if there is a five year lease term.

Stevens proposed a rate of \$7.50 per square foot for a three year lease, with minimal renovation, or a rate of \$10.00 per square foot for a five year lease, with installation of a second elevator.

MOTION: Campbell moved and Stevens seconded to authorize Don Killeen, County Property Manager, to prepare several options based on the rates proposed by Commissioner Stevens. Stevens, Campbell, Hudkins and Workman voted aye. Heier voted no. Motion carried.

9) VISINET CONTRACT WITH FAMILIES FIRST & FOREMOST (F³) GRANT PROGRAM - Renee' Dozier, Director of Service Development for the Families First & Foremost (F³) Grant Program; Sheryl Schrepf, Juvenile Mental Health Director

Renee' Dozier, Director of Service Development for the Families First & Foremost (F³) Grant Program, reported a request from Visinet, Inc. to decrease the required \$1 million in liability auto insurance for the Integrated Care Coordination Unit (ICCU) contract to \$500,000 (Exhibit H), the level of coverage required by the State of Nebraska. She explained that Visinet, Inc. would have to increase coverage for all of its programs, at a cost of \$27,000, if the minimum coverage remains at \$1 million.

Dave Johnson, Deputy County Attorney, said it is important to look at the services being provided and said transportation is major element of this contract.

Eagan said the County is protecting itself against secondary liability and suggested an umbrella policy as a solution.

The Board asked for a recommendation from Sue Eckley, Workers' Compensation & Risk Management Manager.

10) RECOMMENDATION FOR DISTRIBUTION OF LB640 FUNDS - Kit Boesch, Human Services Administrator

Kit Boesch, Human Services Administrator, reviewed the Juvenile Justice Review Committee's recommendations for LB640 funds currently being allocated to Lancaster County (Exhibit I), noting the original allocation of \$340,202.95 has been reduced to \$191,643.48. She said no new money is required, as the match of \$76,657.59 is already expended by the County in the Detention Center, Assessment Center and through graduated sanctions funding.

Campbell recommended asking those involved in the System of Care and members of the Justice Council whether legislation to provide for Emergency Protective Custody (EPC) of youth should be introduced.

MOTION: Heier moved and Campbell seconded to tentatively approve the recommendations of the Juvenile Justice Review Committee for allocation of the LB 640 funds and to schedule the item on the October 8, 2002 County Board of Commissioners Meeting agenda for action. Stevens, Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

RETURNING TO ITEM 9

Kent Sprague, UNICO Group, Inc., appeared and recommended the Board not decrease the required \$1 million in liability auto insurance for Visinet, Inc. for the Integrated Care Coordination Unit (ICCU) contract, stating it is impossible to know what type of coverage Visinet's employees carry on their personal vehicles.

In response to a question from Hudkins, Sprague said Visinet could try to purchase an umbrella policy or separate out the employees covered by the contract for coverage.

Dozier said Visinet has already investigated those options.

Johnson said employees need to make their insurance companies aware that they are using their personal vehicles for business purposes.

MOTION: Campbell moved and Heier seconded to proceed with the contract with Visinet, Inc., allowing the \$500,000 minimum liability auto insurance, as requested, and including certain conditions that Visinet, Inc. must meet in the contract.

Johnson said conditions include verification that employees possess a valid drivers license, meet insurance requirements and have provided for business use of their personal vehicles.

ON CALL: Stevens, Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

11 INSURANCE RENEWALS - Sue Eckley, Workers' Compensation & Risk Management Manager

Kent Sprague, UNICO Group, Inc., reviewed the renewal proposal from Midwest Employers Casualty Company for excess workers' compensation coverage (Exhibit J).

Sue Eckley, Workers' Compensation & Risk Management Manager, said claims have been volatile and said she has discussed whether it is advisable to raise the self-insured retention level with Sprague; Tom Champoux, UNICO Group, Inc.; Dave Kroeker, Budget and Fiscal Officer; and Doug Cyr, Deputy County Attorney. She said Cyr recommends that the County stay with \$300,000 of coverage.

MOTION: Hudkins moved and Heier seconded to retain the \$300,000 excess workers' compensation coverage, with a premium of \$46,518. Stevens, Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

Sprague reviewed the proposal for umbrella liability coverage (Exhibit K), noting only one quote was received.

MOTION: Hudkins moved and Heier seconded to accept the proposal from Empire Indemnity for \$4 million of umbrella liability coverage, with a premium of \$92,750. Stevens, Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

12 ACTION ITEMS

- A. Approval of Quote from Sheppard's Business Interiors for Moving County Attorney's Child Support Division Files and Computers to Trabert Hall (\$2,660)

MOTION: Heier moved and Campbell seconded approval. Campbell, Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

- B. Microcomputer Request C#2002-311 from County Assessor for \$13,631.33 from the Microcomputer Fund for Three (3) Pentium IV's, Three (3) Monitors, Compaq 3800 Projector and Software

Eagan presented a revised bid in the amount of \$10,031.33 (Exhibit L).

MOTION: Campbell moved and Hudkins seconded approval. Stevens, Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

13 ADMINISTRATIVE OFFICER REPORT

- A. Pension Review Committee Recommendations Regarding Minimum Age of Participation and Early Retirement

Eagan said the Pension Review Committee reviewed proposals to: 1) Raise the age at which an employee must be automatically enrolled in the Plan from age 25 to age 30 (one year of service still required); and 2) Allow early retirement at (a) age 50 with 15 years of service; and (b) age 55 with 10 years of service. The committee advised against adopting either proposal and suggested further research. He noted that one member supported Proposal 1 and said the Personnel Department has estimated potential savings at \$130,000.

The Board requested that discussion be scheduled with Georgia Glass, Personnel Director.

- B. Lobbyist Contract

Eagan said he spoke to his counterparts in Douglas and Sarpy County and both recommended that Gordon Kissel be retained as Lancaster County's lobbyist.

Campbell said she polled the Lancaster County Senate Delegation and received favorable responses from all the members, except one (Exhibit M).

MOTION: Campbell moved and Hudkins seconded to proceed with development of a new contract with Gordon Kissel, Legislative Consultant. Stevens, Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

- C. Management Team Retreat Agenda

Board consensus was to move the Health Insurance Portability & Accountability Act (HIPAA) update from Item VII to Item II and to schedule lunch at 12:30 p.m., rather than 12:00 p.m.

- D. Letter from Peter Katt Regarding Lincoln Public Schools (LPS) Levy

Eagan noted receipt of a letter and packet of materials from Peter Katt regarding the Lincoln Public School (LPS) levy (Exhibit N). He noted a similar request in 1992 for the County to not approve the levy for a rural fire district that was funding a pension program and said there was correspondence at that time from the County Attorney's Office to the State Auditor indicating that it was a ministerial function and that the Board did not have the authority to not levy. Eagan said Nebraska Revised Statute §77-1601 has been amended since then to include the phrase: *if within the limit of the law*.

Jim Gessford, attorney for LPS, appeared and distributed copies of Nebraska Revised Statutes §77-1601, §77-1601.02, §77-1606, §79-1085 and annotated cases (Exhibit O).

MOTION: Campbell moved and Hudkins seconded to: 1) Refer the materials and the 1992 correspondence to the County Attorney; 2) To request a County Attorney's opinion and an update on Nebraska Revised Statute §77-1601; and 3) To direct Kerry Eagan, Chief Administrative Officer to draft a letter to the Lincoln Public Schools Board of Education outlining the Board's action; with copies to Phil Schoo, Superintendent of Schools; Jim Gessford, attorney for Lincoln Public Schools; and Peter Katt. Campbell, Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

E. Correspondence from Peter Katt Regarding Pending Change of Zone

Eagan said Peter Katt, attorney for the applicant in the matter of Change of Zone No. 147 and Comprehensive Plan Amendment No. 94-23-27b, has notified him that his client accepts the Board's recommendation to remove these items from pending and to refile them for review under the new Comprehensive Plan and the new acreage polices (still being developed). It was noted that the Board has agreed to waive the filing fee for a new application.

F. County Representation on Great Plains Resource Conservation & Development (RC&D) Program Council

MOTION: Campbell moved and Stevens seconded to appoint Commissioner Hudkins and Gary Bergman, County Extension Agent, to the Great Plains Resource Conservation & Development (RC&D) Program Council. Campbell, Hudkins, Heier, Workman and Stevens voted aye. Motion carried.

G. County Board Photo

Eagan said the photograph will be taken on October 8, 2002 at 1:15 p.m. in the City Council/County Commissioners Hearing Room.

14 ADJOURNMENT

MOTION: Heier moved and Hudkins seconded to adjourn the meeting at 11:59 a.m. Stevens, Workman, Heier, Hudkins and Campbell voted aye. Motion carried.

Bruce Medcalf
County Clerk